

December 17, 2001

Dear U.S. company/organization,

Thank you for requesting the SABIT application kit. Funds will be available until they run out, or until March 1, 2002, whichever comes first. Applications will be evaluated on a rolling basis, so please do not wait until the last week to apply.

Please make sure you have received or downloaded the following:

Competitive application kit:

- Part A, B, C, D, E
- Federal forms SF 424, CD 511, and SF 424B
- A copy of the Dec. 13 Federal Register notice announcing the availability of funds

Frequently Asked Questions

If you choose to submit an application, it must consist of:

- Part A (Basic Applicant Information)
- Part B (Intern Request, including intern resumes or descriptions)
- Part C (Addenda--objectives page, workplan page, financial evidence, Federal grants experience)
- Part D (Guarantees)
- Federal forms SF 424, CD 511, and SF 424B

We require one original copy of the entire application with original signatures (preferably in blue ink) on the Federal forms, and two complete copies. Federal forms must be copied double-sided. A third copy of the application would be appreciated. Please do not bind your applications.

Applications are due in the SABIT office by March 1. Due to regular mail delivery delays, we strongly suggest mailing your application via express mail, such as FedEx, UPS, DHL, or USPS Express Mail. Please use the 1099 14th St. address outlined below on the left. In addition to saving time, you will also receive proof of receipt. If regular mail is used, please be prepared for delays. The regular mail address is found below on the right.

Address for Express mail only. (Regular mail cannot be delivered here.)	Address for regular mail only. (Express mail cannot be delivered here.)
SABIT Program U.S. Dept. of Commerce Franklin Court Bldg., Suite 4100 West 1099 14 th St., NW Washington, DC 20005	SABIT Program U.S. Dept. of Commerce Franklin Court Building, Suite 4100 West 1401 Constitution Ave., NW Washington, DC 20230

Thank you again for your interest in applying. Please call (202) 482-0073 or send an email to SABITApply@ita.doc.gov if you have any questions.

COMPETITIVE APPLICATION KIT
for U.S. organizations interested in the
U.S. Department of Commerce's
SPECIAL AMERICAN BUSINESS INTERNSHIP TRAINING (SABIT) PROGRAM

SUMMARY OF APPLICATION:

Application for _____ to train _____ interns from the
(Company name) (Number of)
following countries: _____.
Requesting: \$ _____.
Date submitted: _____.

A. BASIC APPLICANT INFORMATION

Name of Company:		Contact name for questions on application:	
Company's Complete FedEx Address (No P.O. Boxes)		Contact's Address: Tel: Fax: Email:	
County where company is located		Name of official authorized to sign award letter:	
Number of Congressional District		Authorized Official's Address: Tel: Fax:	
Dun and Bradstreet number?			
For Office Use Only			
Where did you hear about SABIT?	Have you participated in SABIT before?		

Public reporting for this collection of information is estimated to be 6 hours per response, including the time for reviewing instructions, and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

B. INTERN REQUEST—Please provide the requested information in the boxes on the left.

<p>Nominated: _____yes _____no</p> <p>Country of intern(s): _____ _____ _____</p> <p>Willing to substitute: _____yes _____no</p>	<p>1. Intern Description</p> <p>If you have nominated them**, please attach resumes.</p> <p>If you have not nominated them, please provide a general description of your ideal candidate:</p> <ul style="list-style-type: none"> – country of origin, – education and work experience, and – company size <p>so that if your application is approved, our coordinators will be able to help you recruit interns.</p> <p>**Please note. SABIT has final approval on which interns will participate. If SABIT does not approve your interns (due to insufficient English or work experience, conflict of interest, or sanctions), are you willing to substitute others?</p>								
_____	2. Number of manager-interns you are requesting								
_____	3. Number of scientist-interns you are requesting								
_____	4. Length(s) of internship(s).								
\$ _____	<p>5. Amount requested (based on length of internship).</p> <p>The following amounts are the maximum amount that you can request per intern. It is recommended that you request the maximum amount, as it is not possible to increase the award amount after the round of funding closes.</p> <table border="0"> <tr> <td>1 month=\$4,800</td> <td>3 months=\$ 8,400</td> </tr> <tr> <td>6 weeks=\$5,700</td> <td>4 months=\$ 10,100</td> </tr> <tr> <td>2 months=\$6,600</td> <td>5 months=\$11,900</td> </tr> <tr> <td></td> <td>6 months=\$13,700</td> </tr> </table>	1 month=\$4,800	3 months=\$ 8,400	6 weeks=\$5,700	4 months=\$ 10,100	2 months=\$6,600	5 months=\$11,900		6 months=\$13,700
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	6 months=\$13,700								
_____ _____ _____ _____	<p>6. Are your interns in one of the following project funding priority industries? If so, which one(s)?</p> <p>(a). Agribusiness (including food processing and distribution, and ag equip.),</p> <p>(b). Defense conversion, (c). Energy,</p> <p>(d). Environment (including environmental cleanup),</p> <p>(e). Financial services (including banking and accounting),</p> <p>(f). Housing, construction and infrastructure,</p> <p>(g). Medical equipment, supplies, pharmaceuticals, and health care mgmt.,</p> <p>(h). Product standards and quality control,</p> <p>(i). Telecommunications, (j). Transportation, and</p> <p>(k) Biotechnology.</p>								
_____ _____ _____	<p>7. Location(s) of internship. Please include if they will be training with other companies or organizations.</p>								
	<p>8. Please describe proposed housing arrangements, keeping in mind that each intern must have his/her own private room. (Hotel, apartment, homestay)</p>								

C. ADDENDA

On **separate** sheets of paper, please provide the following:

1. An objectives section indicating why the applicant wishes to provide an internship to an NIS manager or scientist and how the proposed internship(s) would further the intent and goals of SABIT to provide practical, on-the-job, non-academic, non-classroom training.
2. A realistic workplan which includes:
 - a. Training programs for all interns requested. If your interns will have the same training, then only one workplan is necessary.
 - b. Detailed week-by-week description of internship activities
 - c. Description of intern's duties and responsibilities
 - d. Complete contact information of the everyday internship coordinator. This person will be in daily contact with the interns.
 - e. Locations of training within your company, if your intern will be training in different divisions.
 - f. Locations of training outside of your company. If your interns will spend substantial amounts of time at one or more external companies or organizations (over one week), please provide a letter from those companies that indicates their willingness and ability to provide the indicated training.
3. Evidence of adequate financial resources of applicant organization to cover costs involved in providing an internship. Evidence may include financial statements audited by an outside organization, a published annual report, or a letter from the applicant's bank or outside accountant attesting that your company is financially capable of covering the costs of sponsoring interns under the SABIT Program.
4. Evidence of a satisfactory record of performance in grants, contracts, and/or cooperative agreements with the Federal Government, if applicable. If you have already hosted SABIT interns, we would appreciate an update.

D. GUARANTEES

On behalf of my company, I, _____, hereby confirm that I have read the Federal Register notice and that my company agrees to and understands the following: (please initial on the blanks)

____ If granted a SABIT award, I understand that with it my company will be reimbursed up to the award limit for only three things:

1. international airfare from the intern's home city to the US training site. This can include trains to and from the airport if the interns have receipts. However, this does not include travel between training sites in the United States;
2. housing up to \$750 a month. In most locations, the maximum is \$500. SABIT will require a market survey to determine prevailing costs for similar properties in your area;
3. \$34 per diem.

All other expenses are my company's responsibility. (Training costs, medical insurance, visa fees, translating and interpreting services, domestic airfare costs, basic utilities.) My company will also not be reimbursed for expenses incurred before the award is officially awarded.

____ I guarantee that my company will provide the intern(s) with short-term emergency health and accident medical insurance. (SABIT can provide a list of insurance companies which provide short-term policies.)

____ Although I may nominate interns, SABIT has the final say if they meet SABIT's qualifications and can participate.

____ I understand that my company's application will be returned if:

1. I don't include the original and two copies of the entire application. All copies of forms should be double-sided, even if they were received by fax or downloaded;
2. my application doesn't arrive in the SABIT office as stipulated in the Federal Register;
3. I don't provide a workplan from which the evaluators will be able to understand the interns' duties and responsibilities. The workplan is an extremely important part of the application.
4. I submit the application on-line.

____ My company supports SABIT's mission of increasing knowledge in the NIS and will not provide employment opportunities or other reasons for the interns or others to remain in the United States.

____ I understand that SABIT is required to respect all funding restrictions, which are subject to change without notice. The U.S. Government currently has restrictions/limitations on training employees of the governments of Azerbaijan, Belarus, and Russia.

____ I understand that processing of applications takes 3-6 months, longer if certain technologies are involved. (SABIT cannot guarantee approval within this time frame, though, so please allow extra time. Applications are evaluated on a rolling basis, so it is in your best interest to apply as early as possible.)

____ The Department of Commerce will comply with the Freedom of Information Act (5 U.S. C. 552) with respect to disclosure of information contained in the proposal or the official grant (see CFE Part 4, particularly sect. 4.7).

____ I understand that for each company's application, SABIT requests a supplier evaluation report from Dun and Bradstreet. (If you don't have one, you can request one at 1-800-333-0505. There is no cost to set it up, and it doesn't take long. If you prefer, you may submit a letter stating your reason for not having a need for a Dun and Bradstreet report.)

____ If coordinating for/applying on behalf of several organizations or companies, I understand that my organization/company is responsible for all paperwork. In addition, we will provide letters of agreement from each company, plus a workplan for their requested interns.

____ I have read the SABIT "Frequently Asked Questions", or FAQ, document. (SABIT recommends that all host staff involved with the training program review the "FAQ".)

E. Bureau of Export Administration

The Bureau of Export Administration (BXA) in the U.S. Dept. of Commerce is responsible for tracking the various types of technologies which are exported from the U.S. These exports can take the shape of actual, physical objects, or they can be in the shape of deemed exports, which is the transfer of knowledge. All applications that possibly involve technologies that BXA tracks are submitted by SABIT to BXA to be sure that there are no controlled technologies involved. BXA may recommend that applicants apply for export licenses in some cases, and this license will be required before SABIT makes a final decision on your application. To expedite this process, we strongly recommend that you contact BXA's General Counsel Division at (202) 482-5247 to ascertain if the technologies involved in your application require an export license for the technology (deemed exports) or equipment and materials to which the interns will be exposed. Additional information is included on BXA's website at www.bxa.doc.gov.